



# Bridge Program

## ***BRIDGE PROGRAM TERMS AND CONDITIONS***

The following eligibility requirements and guidelines apply to the Bridge Grant:

- For a business to qualify for the program it must have between 2 and 100 employees.
- The business must operate in and have all new jobs located in the State of Utah to participate in the Bridge grant.
- A business that receives incentives will provide training for the newly hired employees.
- The Bridge Grant will receive an incentive according to the following scale:
  - o 80% Small Business Average County Wage = \$3,000.00
  - o 100% Small Business Average County Wage = \$3,500.00
  - o 120% Small Business Average County Wage = \$4,000.00
  - o A business may receive a \$500 bonus if the new employee they hire to fill a job is a current Unemployment Insurance recipient.
- A business must verify that newly hired employees are legal U.S. citizens or meet eligible non-citizen requirements through E-Verify or an I-9 form.
- Qualifying businesses must sign a grant agreement with the Department before a hire can be made and funds can be disbursed.
- The business must remain current on all Unemployment Insurance payments and state and federal taxes and have a valid business license issued by the municipality in which it is located.
- Funds are given on a first-come, first-served basis until all funds have been obligated.
- Businesses that have received Bridge Grant funds are not eligible to re-apply to the program until 12 months after they have received payment from the Bridge Grant.
- The business must create the jobs, hire employees, file Unemployment Insurance, report new hire information and request payment by June 30, 2014.
- Businesses can only participate in the Bridge Grant if their expansion, retention or relocation job creation is fewer than 50 employees; otherwise businesses must apply for the other available state incentive programs.
- Staffing agencies, governmental organizations and companies that have been convicted of criminal activity are not eligible for the Bridge Grant.
- Retail establishments are not eligible for the Bridge Grant unless their physical location is in a county that has fewer than 30,000 residents.
- Newly created jobs must be retained for at least 12 months following their creation:
  - o If the business does not keep the employee that qualified for Bridge Grant funding, a replacement employee may be hired with no penalty. The business is responsible for notifying DWS of the change by emailing the name of the old employee and the new employee to:  
[DWS\\_bridgeprogram@utah.gov](mailto:DWS_bridgeprogram@utah.gov).
- Businesses that are approved for the Bridge Grant must work with a DWS workforce development specialist to post the job(s) on the DWS website.



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- Funds will be typically granted in one lump sum to the business.
- If a business does not abide by the terms and conditions of the Bridge Grant, they will be subject to repayment of any and all Bridge funds they received.
- The Bridge Grant also provides an opportunity for businesses that are considering leaving the state to receive reimbursement for retaining jobs in their current location.
  - o Such requests must be made to the contact information provided on these documents and will require that a Warn Notice has been filed with DWS or other documentation can be provided to show the business is in the process of relocating to another state.
  - o All retention funds provided by the Bridge Grant must be approved by the Deputy Director or the Executive Director of the department. Jobs will be calculated from an aggregate total; no existing jobs can be terminated to make way for a new job.
- The Bridge Grant also provides a reimbursement opportunity for new businesses that locate to the state and hire new employees.
  - o Businesses that are new to the state will need to provide a letter of support from the local government they are locating to.
- DWS reserves the right to limit the reimbursement amount given to any one specific business.
- The information collected on applications submitted for the Bridge Grant is for internal use only.
- The department, per a written agreement, will reserve the right to monitor payroll and other documentation to verify record retention required by the Bridge Grant.
- It will take up to fifteen (15) to process a Bridge Grant application.

Only the Deputy Director or the Executive Director of DWS has the authority to approve an application outside of these guidelines.